

SCOPE OF WORK
Name, Organization
 COUNTRY
 Project/Activity
 DATE

1. Travel Dates and Objective(s)
2. Team Roles/Responsibilities
3. Proposed Activities
4. Proposed Meetings
5. Expected Deliverables
6. Requested Background Documentation (from MCA or other stakeholders)
7. Itinerary

Name(s)	Carrier and #	Mode (Air, Car, Train)	Class (Business/Coach)	Departure Location	Departure Date/Time	Arrival Location	Arrival Date/Time	Hotel Name

Justification for Premium Class (if applicable):

8. Estimated Budget (airfare, hotel, per diem)¹

Name(s)	Total Days	Airfare (\$)	Hotel (\$)	Per Diem (\$)	Misc (\$)	TOTAL ESTIMATE (\$)

¹ All travel must be made in accordance with Federal Travel Regulations (FTR) available online [here](#). In accordance with the Fly America Act, contractors must use a U.S. flag air carrier service for all travel funded by the government beginning or ending in the U.S. unless a specific exemption to the “Fly America” rule applies. Flights on U.S. air carrier pairings with foreign carriers (i.e., code share flights) are regarded as meeting Fly America requirements if the ticket is issued on the American carrier and there is an American carrier flight number.

TOTAL						
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9. **Country clearance** – MCC staff and contractors are required to receive country clearance through the embassy prior to travel. To complete the clearance form, travelers should provide their full itinerary and name of hotels (required in table 7), passport number, passport country of issue, and country of birth. These details can be provided separately to the M&E lead.